

**PLAN OF SERVICE AND BUDGET REQUEST
FOR
JULY 2007 THROUGH JUNE 2008**

I. NAME OF FEDERATION: Sagebrush

LISTING OF Area Libraries who participate in Federation events and have expressed commitment to federation membership via written or spoken contract and/or memo of understanding:

Public Libraries

Ekalaka Public Library
Fallon County Library
Garfield County Library
George McCone Memorial County Library
Glendive Public Library
Henry A. Malley Memorial Library
Miles City Public Library
Prairie County Library
Richland County Public Library
Rosebud County Public Library
 Bicentennial Library of Colstrip (Branch of Rosebud)
Wibaux Public Library

Other

Baker High School Library
Chief Dull Knife College
Dawson Community College
Miles City Community College
Miles City V.A.

II. LONG RANGE GOALS OF FEDERATION AREA:

Summarize the goals of the federation. For each goal give a statement of need, why is the goal important to the federation?

The Sagebrush Federation libraries are a collection of unique and diverse libraries each having special needs, challenges, and strengths. Funds from the Federation grants are meant to address and assist in meeting these special needs. The Federation funds are meant to supplement, not supplant, local library revenues.

Goals for the Sagebrush Federation libraries are also designed to overall support the goals and objectives of the **Montana State Library's 2007-2010 Strategic Plan** which are:

Goal 2 Access

Goal 3 Consultation and Leadership

Goal 4 Collaboration

GOALS OF THE SAGEBRUSH FEDERATION:

The Sagebrush Federation will:

Goal 1: Support and encourage continuing education, training and networking.

Educational opportunities will be planned to help meet the interests and Montana State Library continuing education certification requirements of all member libraries. Staff and Trustees have continuous needs for training in order to provide quality library services for their communities. A trained staff can provide better library service. A strong library has more to offer the federation and therefore benefits the Federation. Because the Federation cannot provide all the training, staff and trustees will need to attend trainings outside the Federation. (MSL Goals #3 and #4)

Goal 2: Support and encourage member libraries to increase the use of technology to better access information

In today's world, continual upgrades of technology are vital if a library intends to offer more than minimal services to its patrons. Technology provides the means to access electronic online resources for the information needs of library staff and patrons. Libraries must take advantage of technology to better their services which may include automated systems, web pages, Library 2.0, digital books, etc. (MSL Goal # 2 Access)

Goal 3: Support and encourage member libraries to share resources.

No one library has the space or funds to have all the information resources available and a perfectly trained staff. With each library sharing its resources (print, electronic information, equipment, staff, etc) we all have more to offer our communities. (MSL Goals # 2, #3, #4)

Goal 4: Provide and encourage communication and consultation:

Federation libraries must communicate and share thoughts as well as resources and connect with the rest of the state so all can benefit from each other's wisdom and knowledge. Wired Montana is priceless, and web pages and blogs are very useful. The federation encompasses a vast geographic area that is sparsely populated. Communication is the key to insure that no library feels isolated from other libraries in the state. Member Libraries are encouraged to communicate the value of libraries to their communities through outreach programs and awareness campaigns. Communication provides a means of networking and staff is able to consult with the MSL staff as well as each other to solve problems. (MSL Goals # 3 and #4)

Goal 5: Support and encourage the multi-type library philosophy.

Federations need school, special, public and academic libraries to work together. Each is a part of the "whole" of the library world. Resources are shared and there is strength in numbers and combined knowledge. (MSL Goals # 3 and #4)

III. ADMINISTRATIVE COSTS:

Several administrative functions are centralized at the State Library. Though Federation members may want to authorize a stipend (of not more than \$1,000) to the federation coordinator or designated person who is willing to work with the State Library and Federation membership to plan meeting agendas, set up meetings, and do the appropriate plan of service and annual report preparation and filing.

The Sagebrush Federation will provide to the federation coordinator a stipend of \$900.00 which will be for her work to coordinate federation meetings/activities and to be responsible for federation business such as: the Plan of Service and Annual Report preparation, coordinator meetings in Helena, working with MSL and the implementation of the P.O.S.

REVENUE SUMMARY:

	Budgeted
CST Revenue	\$19,776.00
General Fund	
TOTAL Revenue	\$19,776.00

IV. BUDGET SUMMARY:

EXPENDITURE	CST	STATE GENERAL FUND
Administration Costs		
Stipend	\$900.00	
Operating Costs	\$200.00	
Supplies		
Communications (phone, mailings, printing)		
Equipment		Subtotal \$1,100.00 Admin and Operating
Program one: Continuing Education and Training	\$4,800(\$400 grants per - public library) \$600 for workshops Other- \$859.58	Program One Subtotal \$6,259.58
Meals/Lodging/Mileage	(under program three)	
Tuition/Registration		
Other Meeting Expenses [please specify]		
Program two: Technology Costs	1.OCLC- \$6,847.52 Other- \$1,538.32	Program Two Subtotal \$8,385.84
Program three: Communication / Consulting	1. Meeting expenses- \$150(Glendive 75 and Miles City 75) 2. Skinny Expenses-Forsyth \$75.00 3. Advisory Board Travel/Meals/Motel- \$2,305.58 5. Multi-type-\$500.00 6. Coordinator travel Richland County \$1,000.00	Program Three Subtotal \$4,030.58

Some goals may be funded more strongly in some years than other years depending on the priorities and needs of the Federation Libraries.

V. PROGRAMS

A. PROGRAM ONE: Continuing Education, Training and Travel

Program Narrative:

- Identify which goal this program supports. **(Federation Goal #1)**
- Describe how the program will be carried out. Include personnel, materials, program activities and travel.

Knowledgeable and trained staff and trustees are able to provide quality library services to their communities. Toward this end the following activities will be funded as money allows. (Examples, MLA, Offline, Shared Catalog, other community trainings)

1. A grant of \$400 will be given to each public library to attend CE.
2. A workshop that is certified by MSL will be provided at each Federation meeting.
3. Informal time will be provided at each of the Federation meeting to allow staff and trustees to share information and help.
4. Funds may be used to pay the expenses of having someone come in from another library to help or train.
5. Other training examples; Fall Workshops, Webjunction classes, etc.

Program Evaluation:

Explain how you will judge that the program is successful.

Attending learning events or bringing continuing education to our area will result in more members accumulating certification credits, becoming certified and maintaining certification through the MSL program. The Federation has attained a baseline percentage of staff that is certified. The number of staff attaining certification should increase. C.E. allows members to share expertise. At least two workshops will be presented. Presenters may be other Federation members, State Library personnel, or other qualified people. Positive evaluations of federation programs and meetings will also indicate success.

Program Budget Detail

1. Twelve public Libraries receiving a C.E. grant = \$4,800.00
2. \$300.00 for workshops at each Federation meeting= \$600.00
- 3 Other Training and travel; George McCone- \$309.58; Wibaux-\$100.00;
Garfield County- \$250.00; Ekalaka- \$200.00

Total Program Budget \$ 6,259.58

B. PROGRAM TWO: TECHNOLOGY AND RESOURCE SHARING

Program Narrative:

- Identify which goal this program supports (**Federation Goals #2 and 3**)
- Describe how the program will be carried out. Include personnel, materials, program activities and travel.

1. Funds will be used to purchase technology and technology related resources. Technology can be a means of sharing resources. First priority will be to maintain a subscription to OCLC. The amount of the subscription will vary among the individual public libraries according to size. The smaller libraries may have money left that can be used at their discretion for other technology related purchases, which support Sagebrush goals (following state library directives). Examples of purchases are; hardware or network upgrades, computers, software, fax machine, online electronic resources or subscription databases, library web page costs, support for online automation systems, maintenance costs, cell phones and other devices, or MSC expenses.

2. Funds not spent in other programs may be redirected as follows: Postage may be purchased and distributed equally among the public libraries to help with rising ILL costs.

*Cautionary note- Funds cannot be used for normal operating costs that should be born by the local library. A computer, fax or other hardware or software purchase normally should be acquired with local funds however; depending on the circumstances Federation funds may be used. Members must ask the question," How will this purchase benefit the Federation."

Program Evaluation:

Explain how will you judge that the program is successful.

All Sagebrush Federation Libraries will maintain OCLC membership for Federation resource sharing. This program will be successful if the staff and patrons of the Federation are able to better access the online information resources they need, maintain or provide new quality services for their community, and even receive online training for staff. Positive feedback from members will be an indication that the redirection of funds for the purchase of postage, reference or professional materials is successful. Public Libraries will provide an accounting for their expenditures in their individual Annual Report with an explanation of the benefits to the federation.

Program Budget Detail:

1. Cost paid towards OCLC for each public library and other electronic purchases

	Actual Cost	POS PAYING
a. Bicentennial Library of Colstrip	828.00	\$779.58
b. Ekalaka Public Library	\$270.00	270.00
c. Fallon County Library	\$1,119.00	779.58
d. Garfield County Library	\$270.00	270.00
e. George McCone Memorial County Library	270.00	270.00

(Program Two Continued)

f. Glendive Public library	1,119.00	779.58
g. Henry A. Malley Memorial Library	545.00	545.00
h. Miles City Public Library	\$1,738.00	779.58
i. Prairie County Library	270.00	. 270.00
j. Richland County Public library	\$1, 434.00	779.62
k. Rosebud County Public Library	828.00	779.58
l. Wibaux Public library	545.00	<u>545.00</u>
Total OCLC		\$6,847.52

2. Other Technology databases, upgrades and/or support;

Wibaux- \$134.58

George McCone-\$200.00

Prairie County- \$509.58

Garfield County-259.58

Ekalaka- \$200.00

Henry Malley-234.58

Total Other = \$1538.32

3. Any re-directed funds for postage or other reference or professional materials.

Total Program Budget \$8,385.84

C. PROGRAM THREE: COMMUNICATION/PR AND CONSULTATION

Program Narrative:

- Identify which goal this program supports. (**Federation Goals # 3,#4, #5**)
- Describe how the program will be carried out. Include personnel, materials, program activities and travel.

Communication and consultation among federation libraries is necessary to keep libraries connected and instill a spirit of collaboration. Public relations, marketing and outreach programs are forms of communication that help keep our communities aware of the value of libraries. Community support is necessary for the funding of library services. All libraries benefit by the consulting of each other's knowledge. The following activities support this program:

1. The Federation Coordinator or a representative will attend at least two Coordinator meetings.
2. Two federation meetings will be held each year. The annual spring federation meeting is held in Miles City, as it is the most central location. The fall meeting will be held at other federation libraries. Libraries will take turns hosting and helping to plan meetings. Besides networking, this allows members to see each others libraries and for each host library to help the coordinator plan the meeting.
3. Member libraries will submit articles to be published in the Sagebrush newsletter, "The Skinny". The Editor will receive \$75.00 to cover publication costs. The Skinny is a Federation Newsletter. Besides members, it is sent to the State Library Commission.
2. A federation blog was implemented. No cost is involved but will be used on a trial basis to see if it helps facilitate federation communication.
4. Federation members will act as mentors to new members. Members continually consult each other for help. If funds are available, members may travel to another member library for training/help/consultation.
5. Workgroups will be maintained (POS and Annual Report, Communication, Continuing Education, Federation Development and others as needed). Directors must be on a workgroup and other members are encouraged to participate. Besides sharing the work load of the federation, further communication, consultation and collaboration occurs along with mentoring members to take on the role of federation coordinator.
6. *\$500 will be set aside* for grants to school, special and academic libraries. ALL libraries in the federation area will be contacted each fall. The benefits of having a multi-typed collaborative federation will be shared along with an invitation to the meeting and training. One grant (Sagebrush form and procedures) per library per year, first come until funds are expended. Monies can be used for travel, meals or a substitute teacher. Funds may be spent on training if the training is of benefit to the federation and is shared with the federation through a workshop.
7. So that libraries do not have to reinvent the wheel, newspaper articles and other outreach efforts may be shared with member libraries so that the value of libraries may be promoted. Other Communication expenses that may be purchased with federation funds are other PR materials such as advertising, brochures, posters for the community, bookmarks, etc.

Program Evaluation:

Explain how will you judge that the program is successful.

This program will be deemed successful if: 1. The coordinator or representative attends at least two coordinator meetings and the coordinator manages the affairs of the federation 2. Two meetings are held to communicate both federation, and state wide library information 3. Members submit articles and "The Sagebrush Skinny" is published twice annually 4. Workgroup projects are carried out and the blog is used 5. All libraries in the Sagebrush area are contacted each fall and other types of libraries use grant funds to participate in the federation. 6. Members act as mentors, and a newspaper article is written that may be shared by all members for PR purposes or members expend funds for PR purposes. There will be an increase of other types of libraries attending federation meetings.

Program Budget Detail:

1. Cost to send coordinator to two coordinator meeting= \$1000.00
2. Meeting travel expenses (See Below) \$2196.00
3. \$75.00 for each host library for coffee, paper products, snacks, print, etc = \$150.00
4. \$75.00 to Forsyth library for Skinny publication
5. \$500.00 multi-type library grants
6. Other PR; Ekalaka- \$109.58

Total Program Budget: \$4,030.58

(Figured at State rate of 48.5)

	<u>Glendive</u>	<u>Miles City</u>	<u>Total</u>
<i>Bicentennial Library of Colstrip</i>	153.26	78.57 =	\$231.83
<i>Ekalaka Public Library</i>	34.88	73.60 =	108.48
<i>Fallon County Library</i>	68.87	79.54 =	148.41
<i>Garfield County Library</i>	135.50	79.00 =	214.50
<i>George McCone Memorial County Library</i>	\$ 46.56	95.06 =	141.62
<i>Glendive Public Library</i>	0	76.66 =	76.66
<i>Henry A. Malley Memorial Library</i>	141.62	76.86 =	218.48
<i>Miles City Public Library</i>	76.66	0=	76.66
<i>Prairie County Library</i>	38.80	38.80=	77.60
<i>Richland County Public Library</i>	53.38	122.22=	175.60
<i>Rosebud County Public Library (figures from Bicentennial Branch)</i>			
<i>Wibaux Public Library</i>	25.22	100.88 =	\$126.10

Total mileage Public Libraries = \$1595.94

Motel-(Baker and Broadus) 65 x 2 = \$130.00 and \$15.00 towards Coordinator Motel

TOTAL MOTEL-\$145.00

Meals for Advisory

11 public advisory x 2 meetings(lunch) 22 x \$6.00= 132.00

Baker, Richland, Broadus- (supper-12.00 and breakfast 5.00) 3 x 17= \$51.00

Chief Dull Knife, Lame Deer (Academic Rep)- Travel Allowance \$272.06

VI. GRANTS TO EACH LIBRARY

Miles City Public Library	1. CE Grant-\$400.00 2. OCLC-\$779.58 3. Meeting Travel- \$88.66 Host Meeting -\$75.00 TOTAL- \$1343.24	Supports Programs 1,2,3
Glendive Public Library	1. CE Grant-\$400 2. OCLC-\$779.58 3. Meeting travel-\$88.66 Host Meeting -\$75 TOTAL- \$1343.24	Supports Programs 1,2,3
Richland County Public Library	ADMIN-Coordinator Stipend-\$900.00 Operating-\$200.00 1. CE Grant \$400.00 Two Federation Workshops-\$600.00 2. OCLC-\$779.62 3.Coordinator Travel-\$1000.00 Multi-Type Grants-\$500.00 Meeting Travel-\$219.60 Lame Deer and Other Meeting/Travel Allowance-\$272.05 TOTAL-\$4871.27	Supports Programs 1,2,3
Rosebud County Public Library	1. CE Grant-\$400.00 Meeting Travel-With Bicentennial 2. OCLC-779.58 3. Skinny Expenses-\$75.00 TOTAL \$1254.58	Supports Programs 1, 2, 3
Bicentennial Library of Colstrip(Branch of Rosebud)	1. CE Grant -\$400.00 2. OCLC- \$779.58 3. Meeting Travel-\$243.83 TOTAL \$1423.41	Supports programs 1, 2, 3
Garfield County Library	1. CE Grant \$400.00 Other CE-\$250.00 2. OCLC-\$270.00 Other Tech-\$259.58 3. Meeting Travel-\$226.50 TOTAL-\$1406.08	Supports programs 1, 2, 3
Ekalaka Public Library	1. CE Grant-\$400.00 Other200.00 2. OCLC-\$270.00	Supports Programs 1, 2, 3

	Other Tech-200.00 3. Meeting Travel-\$120.48 Other PR-\$109.58 TOTAL-\$1300.06	
Prairie County Library	1.CE Grant- \$400.00 2. OCLC-270.00 Other Tech-\$509.58 3. Meeting Travel-\$89.60 TOTAL-\$1269.18	Supports Programs 1, 2, 3
George McCone Memorial County Library	1. CE Grant-\$400.00 Other-309.58 2. OCLC-\$270.00 Other tech-\$200.00 3. Meeting Travel-153.62 TOTAL-\$1333.20	Supports Programs 1, 2, 3
Fallon County Library	1. CE Grant-\$400.00 2. OCLC-\$779.58 3. Meeting Travel-\$242.42 TOTAL-\$1422.00	Supports Programs 1, 2, 3
Wibaux Public Library	1. CE Grant-\$400.00 Other-\$100.00 2. OCLC-\$545.00 Other Tech-134.58 3. Meeting Travel-138.10 TOTAL-\$1317.68	Supports Programs 1, 2, 3
Henry A. Malley Memorial Library	1. CE Grant-\$400.00 2. OCLC-545.00 Other Tech-234.58 3. Meeting travel-\$312.48 TOTAL-\$1492.06	Supports Programs 1, 2, 3

VII. APPROVAL

This plan of service was approved by the membership on
_____ (date).

We certify that the federation funds are being maintained in a separate account from the headquarters library funds.

Federation Coordinator:

Date _____

Federation Advisory Board Chairperson:

Date _____

Chairperson, Board of Trustees,
Federation Coordinator's Library

Date _____